

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
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15	D/PAO				
16	SA/IA				
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18	C/IPD/OIS				
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SUSPENSE		Date			

Remarks

STAT

Executive Secretary

6/23/84

Date

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Office of the Director

**UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415**

Executive Registry
84-2713.

June 21, 1984

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Quadrennially since 1960 the Civil Service Commission and the Office of Personnel Management have collected from agencies and other sources, and supplied at the Congress' request, the information necessary for the publication of U.S. Government Policy and Supporting Positions, which is issued in early November.

At this time, OPM is undertaking the necessary staff work to assure that collection of information from agencies can be accomplished as efficiently and with as little impact on day-to-day agency operations as possible. In this connection, each agency should designate a staff member and an alternate who can serve as a contact point for OPM staff during the information collection and compilation process.

These agency representatives should be staff members who have a good working knowledge of the various excepted appointing authorities used by your agency and of the agency's organizational structure. They should also be the persons who will have primary operational responsibility for preparing your agency's submission and should be at such a level that they will be able to work with OPM staff on a daily basis.

Please forward the names, addresses, and telephone numbers of the designated representative and alternate to the attention of Ingrid Christner, Office of Personnel Management, Office of Planning and Evaluation, 1900 E Street, N.W., Washington, D.C. 20415 by no later than Friday, July 6, 1984. Upon receipt of this information, detailed instructions for reporting the necessary information required by Congress will follow.

If you have any questions concerning this request, please do not hesitate to contact Miss Christner at (202) 254-3134 or Charles Vaughn at (202) 254-6486. Your cooperation in this effort is greatly appreciated.

Donald J. Devine
Director



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